



OFFICE RECEPTIONIST

Responsibilities:

- Screen and assist with phone calls/office visits during time spent at front desk
- Other general file work/compilation of forms, as needed
- Data entry

Qualifications:

- Professional, pleasant demeanor with customers, phone inquiries – confidentiality is a must
- Helpful to have a working knowledge of Microsoft Word and Excel programs

Benefits to Volunteers:

- Contact/networking with board members, staff, and families in the community
- Know that you are helping to promote a mission that directly helps children/youth in Central MN
- Positive, engaging, energetic, appreciative environment

Commitment:

- Fridays 8:00am - 12noon or 12noon to 4:30 pm (this is flexible)

To apply please send resume to Shelby@BigDefenders.org or to receive an application please contact Shelby at (320) 258-4534 or by email.